



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Protection Division

Sub-Section:

TITLE: Arrest Records**CUTOFF:** EOSFY

DESCRIPTION: Record of actions taken by Conservation agents; notes name of violator, date of arrest, violation, location, summary of incident, adjudication by court system. Information is often requested for historical and statistical requests, trends analysis and analytical reviews. Records will be reviewed on-site to determine if still of value. Retain on site.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21226

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Captive Wildlife Inspection Records**CUTOFF:** EOSFY

DESCRIPTION: Record of inspections for Class I and Class II Captive Wildlife Permit Holders, Licensed Shooting Preserves and Hound Running Areas. Inspection forms are completed annually by Department of Conservation agents. Records maintained per 3 CSR 10-9.359.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23818

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Child Support Revocations**CUTOFF:** EOSFY

DESCRIPTION: Record of actions taken by the Conservation Commission to suspend permit privileges of individual not in compliance with Child Support Laws. Required by Section 454.1027 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21249

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Protection Division

Sub-Section:

TITLE: Employee Activity Work Records

CUTOFF: EOSFY

DESCRIPTION: Records pertaining to the type of work activity and hours spent on each activity - maintained in the Resource Activity Planning Tracking Organizing and Reporting system or (RAPTOR) the Department's internal accounting system.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21225

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Equipment Use Records

CUTOFF: Sale of equipment

DESCRIPTION: Hours of use on boats and motors.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21223

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Hunting Method Exemption Applications

CUTOFF: WSO

DESCRIPTION: Electronic database of hunting method exemption applicants. These applicants are for individuals with special needs because of a disability. The exemption will allow them to hunt using an alternate method because of the disability. Exemptions may last anywhere from 1 year to a lifetime depending on a physicians recommendation. Superseded records are often requested via sunshine request from worker's compensation attorneys.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21230

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Protection Division

Sub-Section:

TITLE: Information and Data on all Protection Division Personnel

CUTOFF: Termination of employment

DESCRIPTION: Duplication of information included in the official personnel file maintained in Human Resources plus the individual's POST training records.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21224

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Operation Game Thief Reports

CUTOFF: EOSFY

DESCRIPTION: Hard copy of reports to the Department by citizens who have witnessed wildlife code violations. File is maintained of statistical information.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21228

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report.

DESCRIPTION: Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21248

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Protection Division

Sub-Section:

TITLE: Peace Officers Standards Training (POST) Records

CUTOFF: End of class

DESCRIPTION: Certificates, testing records, academy grades to support P.O.S.T. certification conducted by the Department.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21247

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Protection Division Guidelines

CUTOFF: WSO

DESCRIPTION: Policies and procedures for Protection Division. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21227

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Uniform Allowance Certification

CUTOFF: EOSFY

DESCRIPTION: Supporting documentation of uniform expenses incurred by agents for proof of compliance with Protection Division Guidelines on Uniform Allowance and reimbursement.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21229

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
